

Trustee Meeting Minutes
September 13, 2010

The September meeting of the Leominster Public Library Board of Trustees was called to order at 5:05 p.m. on Monday, September 13, 2010. In attendance were: Gilbert Tremblay, Chairman; Kathleen Reynolds Daigneault; Nancy Hicks; Carol Millette; Jeanne Zephir; Assistant Director Meredith Foley; and Director Susan Theriault Shelton. Robert Salvatore joined the meeting at 5:30 p.m.

The minutes of the August meeting were approved with minor grammatical corrections. (CM/NH)

OLD BUSINESS:

Mrs. Shelton gave the following project updates:

Gates Foundation Grant and adult public computer project:

Twelve (12) new OptiPlex 380 desktops computers were ordered from Dell and received several weeks ago. Ten (10) of these are to replace the old adult public access computers purchased through an earlier Gates Foundation Grant, and two (2) additional ones are being added to this area. The cost of these computers is \$8,329.20, with \$5,359.00 paid from the Gates Foundation and the balance (\$2,970.20) paid for from private donations.

A condition of this Gates Foundation Grant is that the library must have a minimum of eighteen (18) public access computers. This required adding a minimum of one (1) new computer in Year 2 of the grant. When finished with this project, the library will have twelve (12) public computers in the adult department, two (2) in the young adult area, and five (5) in the Children's Room for a total of 19.

We are moving to Windows 7 as an operating system on these new computers, and must change the software product we have been using to lockdown the computers to prevent the public from changing the desktop and various settings. We are currently testing a new product, which supports the newest Windows operating system.

We are also updating all the software, including the Microsoft office suite, as patrons have been encountering a number of problems due to the older version of the Microsoft office we have been running on these public computers.

Additional costs associated with this project are licenses for Microsoft Office Standard, Symantec Endpoint Protection, lock-down software, and engineering time from Guardian Information Technologies to deploy the new systems.

Due to a MalWare virus that infected the public systems in the adult area on Thursday, September 9th putting all but four (4) systems out of commission, the deployment of the new systems has become a priority project. Hopefully deployment can begin later next week.

Two (2) additional OptiPlex 380 small form computers have been purchased to replace those on the adult reference desk. These will run Windows XP as an operating system, in keeping with the current City standard. Cost of these computers is \$1,736.62, with additional costs for necessary software and deployment, and will be paid for through private donations.

The two older systems on the adult reference desk will be redeployed. One will be the PC associated with the new microfilm reader/scanner, and the other to allow the library's public

computer time and print management software to reside on a back room computer rather than on a public service desk computer.

Microfilm Reader/scanner

A new microfilm reader/scanner has been ordered. The cost of this new machine is \$9,682.00, which includes a one year annual maintenance agreement. Susan plans to meet with the Historical Commission tomorrow morning to discuss their donation toward the purchase of this new piece of equipment. This will be installed and the staff trained on its functions as soon as the Gates Foundation computer project has been completed.

Dedication and Donor Signage

Nancy Hicks, Carol Millette and Susan Shelton met on Monday, August 16th to review the latest mock-ups for the dedication and donor signage. Requested corrections were sent to SignWorks on August 27th, and we are still waiting for the revisions. However, they have already ordered the glass and have it in stock, which should reduce the time frame from when we make the final approval to installation.

Mrs. Shelton asked that the year-end Quarterly Usage Report be tabled once again as she has been working on circulation in specific areas of the collection and how this correlates with annual allocations for print and non-print material. She is also developing a statistical report that reflects usage in a wide variety of service areas since the new library opened in 2007.

Recently, Interim Superintendent of Schools Dr. Anthony Bent toured the library and met with Mrs. Shelton. Among the things they discussed were the schools' summer reading lists and how the library would welcome the opportunity to provide input into the selections; encouraging the teachers to take advantage of homework alerts so the library can better support curriculum assignments; and the library hosting a school principal's meeting in order to better acquaint them with our services for both their teachers and students.

NEW BUSINESS:

Mrs. Shelton reminded the Board that at the August meeting, they approved the renewal of the library's membership in the North Central MA Chamber of Commerce and up to \$500 for renewal of the library's fine arts insurance policy. After the meeting, Mrs. Shelton found that additional funds were needed in the working trust fund account in order to pay these bills. The fine arts renewal policy just arrived, and the cost is the same as last year - \$471.00. Mrs. Shelton requested that \$5,000 be transferred from designated trust fund accounts to the working trust fund account. **A motion was made and unanimously approved to transfer \$5,000.00 from designated funds to the working trust fund account.** (CM/NH)

Mrs. Shelton read a letter from Eleanor DeLibero on behalf of the Leominster Art Association requesting that they be allowed to hold their 4th Annual Art Show and Scholarship Fund Raiser at the library, during regular library hours, November 6 & 7, 2010. The letter also stated that as in the past a portion of the funds raised will be given to the library for an art program or to purchase of art-related materials. **A motion was made and unanimously approved to allow the Leominster Art Association to hold their 4th Annual Art Show and Scholarship Fund Raiser at the library, during regular library hours, November 6 & 7, 2010.** (KD/RS)

Mrs. Shelton distributed copies of the handouts that Meredith Foley received when she attended the City's July 5th meeting on the new open meeting law presented by Kopleman & Paige. Mrs. Shelton asked that the Board to read through the material, which will be discussed at the October meeting.

Susan Shelton and Edward Bergman are working with Ed Himlan of the Massachusetts Watershed Coalition on a series of programs to be presented at the library. The first program will feature a viewing of the film *Work of 1000* by Marian Stoddard on October 19th. Additional programs will include:

- Rain Garden Projects for the Schools (Jan. 2011);
- Creating a Rain Garden for Your Home (April 2011);
- "Making Green" a technical program on designing & building storm water controls as part of development & redevelopment (July, 2011);
- Community Projects- How to design & build runoff remedies for churches & community organizations (September 2011);
- High School Projects (January 2012); Healthy Landscaping & Home Improvements (April 2012); and a
- Business Workshop – How to design & build runoff remedies for businesses (July 2012)

The library also hopes to have a rain garden in the strip of land between the library and the Fraticelli property. Mr. Fraticelli has already been approached, and is in favor of the project.

Mrs. Shelton distributed two rack cards. One card publicizes the library's fall Sunday programs. Sunday programs include: Love Letters: a play by A.R. Gurney on October 17th, The Three Swingin' Tenors on October 24th, We're Talking Ragtime: Musical Performance featuring piano virtuoso Virginia Eskin on November 14th, and The Montachusett Chorale's Hot Fugue Sundaes: Winter Wonderland on December 12th.

The children's room rack card publicizes the 4th Annual Dr. Martin T. Feldman Children's Celebration on October 3rd, The Silliest Kind of Spooky: a Halloween Show on October 9th, Halloween Tine Tykes Trick-or-Treat on October 29th, and Animals from Around the World on November 20th.

Among the major adult programs that will be held at the library this fall are:

- Author and former Leominster resident Richard Ballo (40 attended)
- The Friends of the Library, through a memorial donation, are sponsoring the 4-part ALFA Class, The Supreme Court - Mondays Sept. 20 – October 25th (classes are filled)
- The Friends of the Library, through a memorial donation, are sponsoring the 5-part ALFA Class, Global Issues II - Mondays November 5th – December 10th (classes are filled)
- The Library and Associated Grant Makers are offering a 3-part Grant Workshop- covering "Introduction to Grants Research" September 22, "In-Depth Database Searching" October 6; and "Introduction to Grant Writing" October 20.

- Coping With Grief During the Holidays – Thursday November 4th at 7p.m. Nancy Sorbo, Bereavement Coordinator for Health-Alliance Home Health & Hospice will be the speaker.
“Van Gogh’s Starry Night” An expressive Pastel Painting Workshop by Gregory John Maichack – Thursday November 18th at 6 p.m. - Funded through the Leominster Cultural Council and the Friends of the Library
- Also in the planning stage is an art-related program in memory of former children’s room employee Mona Blanchette.

ANNOUNCEMENTS:

The Library’s Historical Exhibit will remain up through December. There have been many wonderful comments recorded in the guest book, which will be put into a time capsule. The historical video program is now airing on LATV. Susan Shelton thanked Kellie Aponovich for her efforts in the production of the program. The library will receive several copies of the program, some for circulation and the others for the Historical Collection and the time capsule.

Candidate Bill Gunn will be holding a town meeting forum at the library on October 14th.

Robert Salvatore and Meredith Foley will not be at the October meeting. Nancy Hicks will not be at the November meeting.

The next meeting is scheduled for Monday, October 11, 2010 in the library’s historic conference room.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Meredith A. Foley
Recording Secretary